



EXTENDED ANNUAL LEAVE

Directive 4-105

Date of Issue: July 2013 Amends/Cancel: Chapter IV Sec 3

I. PURPOSE

The purpose of this Directive is to establish written policy governing extended annual leave (vacation).

II. POLICY

All members of the Department of General Services Maryland Capitol Police (DGS-MCP) should familiarize themselves with the procedures set forth in this Directive. All members of DGS-MCP are encouraged to take all extended annual leave available to them and to use it responsibly.

Detachment Commanders shall ensure extended annual leave is scheduled so that sufficient personnel are available for adequate daily shift coverage.

III. PROCEDURES

- A. Maximum command emphasis shall be asserted in this critical area. Leave requests shall be addressed in a timely and equitable manner. Every effort will be made to grant leave requests when staffing requirements permit. Requesting and granting of leave is a shared responsibility, and incumbent upon all to balance personal commitments and agency mission. By doing so, the smooth management of these activities will be assured.
- B. Extended Annual Leave (Vacation)
 - 1. Employees with two or more vacation requests must indicate 1st choice, 2nd choice, 3rd choice, etc. on leave request.
 - 2. Annual vacation requests, minimum of 5 days, will be considered as follows:
 - a. January 1 - 1st choice vacation considered
 - b. February 1 - 2nd choice vacation considered
 - c. March 1 - 3rd choice vacation considered
 - 3. In most cases where two or more employees request the same vacation dates, selections will be completed by seniority (DGS time in grade) for each employee classification.

4. First requests (selections) will be indicated by each person for up to two weeks. These weeks can either be consecutive or independent.
5. When making second requests each person will be able to select an additional two weeks. This may either be added on to a first request or be independent blocks of time.
6. Based on minimum staffing requirements, detachment commanders will establish how many personnel in each classification will be allowed to take vacation at the same time.
7. No extended annual (vacation) leave request will be granted for those employees who are scheduled to work a weekend (Saturday or Sunday).
8. In conformance with the Code of Maryland Regulation, leave will only be granted to the extent earned.